INSTRUCTIONS FOR COMPLETING HOT WORK PERMIT

Step 1. The Permit Authorizing Individual (PAI) will visually inspect the hot work location and temporarily protect fire alarm components as necessary.

Step 2. If all requirements are adequately met, the Permit Authorizing Individual (PAI) shall approve hot operations by completing the Hot Work Permit and signing the permit.

Step 3. The Hot Work Permit will be maintained and posted at the worksite throughout the hot work.

Step 4. The Contractor and/or Employee performing the hot work is responsible for following the requirements on the Hot Work Permit.

Step 5. Once hot work operations are completed, and the ½ hour safety period has expired, the Hot Work Permit can be rendered invalid by the PAI.

Step 6. Once the permit is rendered invalid, the PAI shall verify all fire alarms and devices have been reactivated and made operable.

Step 7. All canceled Hot Work Permits will be forwarded to EHS via inter office mail or by FAX to (304) 293-7257 or email to timothy.dawson@mail.wvu.edu.

QUESTIONS CONCERNING THIS HOT WORK PERMIT SHOULD BE DIRECTED TO
ENVIRONMENTAL HEALTH AND SAFETY
(304) 293-5784